




KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 07-102	PAGE NUMBER 1 of 3
		SUBJECT: PLANNING: Proposals for the Development, Implementation, Modification, or, Termination of Programs, Services or Projects	
Approved By:  Secretary of Corrections		Original Date Issued: 01-06-92	
		Current Amendment Effective: 03-21-03	
		Replaces Amendment Issued: 04-21-96	
Reissued By:  Policy & Procedure Coordinator		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature. Date Reissued: 05-20-11	

POLICY

All planning activities related to program, service and/or project implementation, modification or termination shall be based on considerations of the Department's Mission, offender and facility needs and fiscal limitations. To the extent possible, programs and services shall be planned for offenders with special needs. The use of contractual agreements and/or volunteers in providing direct services to offenders shall be considered and utilized when determined feasible to enhance the Department's programs and services. The approval of the appropriate deputy secretary of Corrections shall be obtained prior to the implementation, modification, or termination of any significant program or service provided for employees or offenders. Once approval is obtained each step of the implementation, modification, or termination process shall be documented in a structured manner to ensure that all significant issues have been addressed.

DEFINITIONS

Offender: A person who is in the legal custody of the Secretary of Corrections. This term refers to both inmates and persons on post incarceration supervision.

Post incarceration supervision: The supervision of offenders for any type of release from a KDOC facility to include release on parole, conditional release and guidelines release.

Principal Administrator: Person directly responsible for the overall administration of a KDOC facility, parole region, or Central Office work unit or section.

PROCEDURE

I. Proposals to Erect, Construct, Raze or Demolish Facility Structures

- A. Wardens shall submit to the Secretary of Corrections, in writing, all proposals which require the erection, construction, razing or demolition of any facility structure to permit the development, implementation, modification or termination of programs and services.
 1. The proposal to erect or demolish a structure shall be submitted to the Secretary in advance of any direct action with regard to the facility structure although the assessment of the proposal may be advanced, per Section II below.

- B. The Secretary of Corrections shall attempt to obtain the necessary approval from the Joint Committee on State Building Construction for such construction or demolition to accommodate the proposal.
- C. The Secretary shall advise the warden when/if such approval is obtained and grant written authorization to proceed with the action, as approved by the Building Committee.

II. Proposals for the Development, Modification or Termination of Programs and Services

- A. Proposals to develop, modify or terminate programs and services shall be assessed according to the following factors:
 - 1. Consistency with the philosophical approach of the KDOC Mission Statement;
 - 2. Potential impact on the offender population and facility order and control;
 - a. Includes descriptions of special needs offender populations and specific types of special programs and services.
 - 3. Availability of resources;
 - 4. Proven technologies; and,
 - 5. Demonstrated need or desire by the offender population to be served by the program or service.
- B. In the development of proposals for new programs and services the following dimensions shall be addressed and efforts documented:
 - 1. The feasibility of contractual arrangements with existing community resources; and,
 - 2. The feasibility of utilizing volunteers in advisory or direct service roles for the provision of the program or service.

III. Centralized Planning Authority for Specialized Groups

- A. Consideration of and planning for the provision of services and programs for inmates, and, for offenders on post incarceration supervision shall be the responsibility of the Division of Programs and Staff Development.
- B. Coordination and identification of services and programs provided by community-based groups and organizations for offenders on post incarceration supervision shall be the responsibility of the Division of Community and Field Services.
- C. Particular attention shall be given to those groups of offenders requiring specialized programs and services not provided for in IMPP 10-101 even though their numbers may not be sizeable enough to justify separate, multi-facility/regional programs.

IV. Notification and Request for Authorization

- A. The appropriate deputy secretary shall be advised prior to the implementation, termination, or modification of any existing, program or service of significance.

1. Except as provided below, it shall be left to the principal administrator's discretion to determine if the contemplated action is significant enough to require the approval of the appropriate deputy secretary.
 - a. To ensure consistency, proposals which impact programs and services provided in accordance with IMPP 10-101 shall require consultation with the appropriate deputy secretary.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

KSA 75-5210
IMPP 10-101
ACO 2-1G-01, 2-4B-04
ACI 3-4410-1

ATTACHMENTS

None